

Fall/Winter 2011

SPORT FACILITY RESERVATION PROCESS

New! APPLICATION PROCEDURES & NEGOTIATIONS MEETING

1. All applications (youth, seniors, disabled & adults) will be accepted beginning at 9:00am on Monday, May 23, 2011 and end at 5:00pm on Friday, May 27, 2011. Applications will be **reviewed RANDOMLY**, and NOT on a first come first served basis. You will lose your opportunity to attend the Negotiation Meeting if your application is not received by the deadline.
2. Applicants must complete the application form (one form per park requested) and submit the form AND non-refundable application fee(s) by fax, mail, or in person to the City Wide Sports Office. Scanned applications that are signed and include credit card information will be accepted via email. Fees can be paid by cash, check or credit card (Visa, MasterCard, and Discover).
3. A limit of 3 (three) applications per park per group can be submitted during the Registration Period.
4. Your group may be placed on a waiting list if you are in need of another facility above the 3 (three) park limit and if there is space available.
5. Applications received after the registration period has closed (May 27) are considered LATE and will be processed only after all other requests have been processed and only if space permits on a "first come, first serve basis". There is no guarantee that fields will be available after the registration period, so it is highly recommended that applications be submitted on time.
6. ***If there are conflicts with requests, groups will be contacted by Friday, June 10, 2011 to attend a mandatory Negotiations Meeting on Saturday, June 18, 2011 at Camden Center, 3369 Union Ave. in the Multipurpose Room.***
7. If a decision on field use cannot be made by user groups at this meeting; City staff will make the final decision for field use.

TENTATIVE/DRAFT PERMITS:

1. All draft permits will be created and available by ***Friday, July 15, 2011.***
2. The reservation unit will contact the applicant once the draft permit is created. It will be the applicant's responsibility to ***review all dates, times and locations.***
3. Once created, draft permits will be available for review by request:
 - a) Via e-mail.
 - b) In person (by appointment only, please call in advance to schedule).
 - c) Via Fax.
4. If you need to ***revise*** your draft permit, submit your request in writing via email before ***Friday, July 29, 2011.***

5. ***Final payment and proof of insurance must be submitted no later than 5:00pm, Friday, August 19, 2011. It is the responsibility of the applicant to meet this deadline on time.*** If payment and/or all required documentation are not submitted by deadline; **NO PERMIT WILL BE ISSUED.**

ISSUING APPROVED/FINAL PERMITS:

Final permit(s) will be issued:

- a) Once permit is paid in full.
- b) All required documents have been submitted, reviewed, and approved by staff.

PROCESSING LATE APPLICATIONS (*received after May 27, 2011*):

1. ***All late applications will not be processed until Friday, July 29, 2011***
2. All late applications will be processed on a first come, first served basis.
3. Reservation unit will contact the applicant on the status of the application.

KEY DATES:

- Applications accepted: 05/23/11 – 05/27/11
- Negotiations Meeting: 06/18/11
- Draft Permits Created by: 07/15/11
- Permit revisions due by: 07/29/11
- Late Applications processed: 07/29/11
- Payment & Documents due by: 08/19/11